

## Lot Split Checklist

### Department of Building & Zoning Services

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When filing a Lot Split Application please review the Checklist below to confirm that your applications meets all of the necessary requirements for consideration:

- ☐ Determine the zoning district & sub-area (if applicable), flood zone and LDN zone (if applicable):
  - 1. Zoning District: \_\_\_\_\_ 2. Sub-Area: \_\_\_\_\_ 3. Zoning #: \_\_\_\_\_
  - 4. Flood Zone: \_\_\_\_\_ 5. LDN Zone: \_\_\_\_\_
- ☐ The survey must be current (within the past three months)
- ☐ The survey must show the parcel that the split is coming out of **and** proposed split parcel
- ☐ The survey must show a reference point keyed to the nearest public intersection; public way and associated R/W lines on or adjacent to the existing parcel; location/dimensions of existing easements and if not in Flood Zone X, floodway fringe and floodway locations and elevations.
- ☐ The acreage must be printed on the survey for the parent parcel **and** proposed split parcel
- ☐ If the land is vacant, it must be certified "vacant" on the survey
- ☐ If the property is developed, all buildings over 100 sq. ft. must be shown on the survey as well as all curent parking and points of access.
- ☐ Attach all applicable council variance, board orders by BZA, and/or zoning district limitation text.
- ☐ The written legal description must be attached to the survey and verified for accuracy by matching each bearing and numerical call to the pin survey. Legal descriptions **must** be printed on 8 1/2 " x 14" paper.
- ☐ Please provide the following:
  - One original stamped legal description and survey plat
  - Six copies of each for distribution
  - Completed Site Development Application
  - Email Address: \_\_\_\_\_
  - Applicable Fee